

**MINUTES  
EAGAR TOWN COUNCIL  
SPECIAL WORK SESSION  
Trailriders Restaurant  
140 N. Main Street, Eagar, AZ  
November 3, 2011 – 4:00 P.M.**

Mayor Kim Holaway called the meeting to order and welcomed those present. As Tom Belshe from the League of Arizona Cities and Towns was facilitating a portion of the meeting, introductions were made around the table.

COUNCIL PRESENT:        Kim Holaway, Mayor  
                                 James Nelson, Jr., Vice Mayor  
                                 Gary Finch  
                                 Byron Smith  
                                 Steve Erhart  
                                 Debbie Rogers  
                                 Tim Rasmussen

STAFF PRESENT:        Bill Greenwood, Town Manager  
                                 Eva Wilson, Town Clerk  
                                 Bruce Ray, Community Development Director  
                                 Katie Wood, Finance Administrator  
                                 Mike Hogan, Chief of Police  
                                 Howard Carlson, Fire Chief  
                                 Steve Christensen, Interim Public Works Director  
                                 Milton Nelson, Water / Wastewater Operator

**ITEM #2: REVIEW ROLES AND RESPONSIBILITIES OF COUNCIL AND STAFF**

- OVERVIEW OF COUNCIL/MANAGER FORM OF GOVERNMENT
- ROLE OF MAYOR AND COUNCIL
- ROLE OF TOWN MANAGER AND DEPARTMENT HEADS
- SUGGESTIONS TO IMPROVE COUNCIL/STAFF RELATIONS

Tom Belshe explained that all cities and towns in Arizona have a Council / Manager form of government. He compared this to a CEO (manager) and Board of Directors (Council) that is used in the private business sector. The CEO runs the operations and the Board of Directors provide the philosophy of the business.

Council roles include:

- Budget approval
- General Plan preparation/approval
- Long-term goal setting (visionary)
- Set policy, rules, codes
- Hire a good manager
- Listen to the advice of the attorney

Mr. Belshe added that a citizen or council member should never run for office because they have a personal vendetta as it takes a majority vote to change any policy.

The mayor is to ensure that:

- Civility exists in all meetings
- All council members are heard during discussion
- The meeting sticks to the agenda so that citizen's rights are not violated and they are aware of the topics of debate by the council.

Mr. Belshe added that the purpose of a council meeting is so the council can meet and discuss business. The public has no right to participate in these meetings. However, he stated that a call to the public, with parameters, on the agenda helps keep civility and the door open for citizens.

Whereas the manager's (with assistance and recommendation from staff) roles include:

- Make recommendations to council
- Conduct day to day business of the town
- Personnel
- Be accessible and available (open door for the council members)
- Build a good relationship with council
- Liaison for staff to council and council to staff
- Ensure that staff training is ongoing as laws continually change

Once the council starts leaning towards a particular issue, the town manager should not try to change their minds, let the council go in their direction.

The staff needs to stick to the role of making recommendations to the council. Staff needs to watch their body language when the public is making comments, and to practice patience and treat the public with respect.

The council and staff then discussed the issues of council/staff liaisons and what is and is not working with this relationship. Mayor Holaway stated that the roles of liaisons have never been explained and this is where some of the issues may lie.

Town Clerk Eva Wilson reminded council that they must abide by open meeting laws and to be careful not to give the public any perception contrary.

### **ITEM #3: DISCUSSION AND CONSIDERATION OF A DATE FOR A FUTURE RETREAT**

The council and staff would like to get together for a goal setting retreat. A tentative date of Thursday, January 19, 2012 from 4:00-6:00 p.m. was set to be held at Trailriders Restaurant. Dinner will not be provided for this retreat, drinks, and chips/salsa will be provided.

**ITEM #4: ADJOURNMENT**

Councilor Gary Finch moved to adjourn the meeting. Councilor Steve Erhart seconded; all were in favor and the meeting adjourned.

Attest: \_\_\_\_\_

Mayor: \_\_\_\_\_

Vice-Mayor: \_\_\_\_\_

Council: \_\_\_\_\_

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**CERTIFICATION OF COUNCIL MINUTES**

I hereby certify that the foregoing minutes are true and correct copy of the minutes of the special work session of the Town of Eagar, Arizona held on November 3, 2011. I further certify that the meeting was duly called and held, and that a quorum was present.

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Eva M. Wilson, Town Clerk